



Job Posting

The newly restructured Division of Data and Research is organized to collect, secure, analyze and report strategic data in innovative and meaningful ways. From the classroom to the legislature, our work informs quality decision-making and inspires purposeful action to continuously improve educational outcomes for Tennessee students. We accomplish this mission through our division's core values of respect, transparency, and agility, which complement the core values of the Tennessee Department of Education.

Our division includes the offices of Accountability, Assessment Logistics, Data Management and Reporting, and Policy and Continuous Improvement, as well as the Research and Strategy unit. Collectively, the division works to ensure that data is accurate, actionable, and accessible within and beyond the department. We are working to realize our vision that public education in Tennessee will exemplify excellence and equity, such that our students universally and unequivocally achieve success after graduation.

We are seeking conscientious individuals to support our mission and vision as part of our high-performing team. If this charge fits your skills and interests, please contact the executive assistant for our division at Mary.Elam2@tn.gov. We look forward to the possibilities!

Position: Data Analyst, Office of Data Management & Reporting

Reports to: Executive Director, Division of Data & Research

The Data Analyst will support key functions of the Office of Data Management & Reporting, which oversees functions related to assessment returns (psychometrics), data collection, and reporting. This office coordinates and manages the P-20 state longitudinal data system, state report card, comprehensive assessment data files, assessment quick scores, ad hoc reports, and dashboard development and maintenance. Data Management & Reporting is the first stop for data requests from other divisions and external stakeholders. The data analyst will support the office's development of routine reporting tools to support internal department stakeholders, such as an SSRS report that a division can use to access needed data on demand. The analyst will also develop outward facing reporting tools and dashboards and, in partnership with IT, guide the design and launch of these tools.

Education and Experience:

- Minimum of three years of progressive experience in data analysis or a related field.
- Master's degree in Information Technology, Business, Education, or a related field.

Required Knowledge, Abilities and Skills:

- Significant knowledge and experience writing SQL queries, developing reports and working with Microsoft SQL Server environment, preferably including SSIS, SSAS and SSRS.
- Significant knowledge and experience using TOAD for Oracle a plus.
- Experience with data dashboards (experience with Tableau preferred).
- Exceptional judgment, great initiative, and a quick learner.
- The ability to work with multiple large datasets to quickly and efficiently generated requested data.
- Ability and knowledge to effectively interact with data managers, users, and other stakeholders.
- Results-oriented, hands-on, team player with a demonstrated ability to work in a fast-paced, high energy environment while meeting deadlines and completing multiple tasks.
- Ability to communicate clearly in written and verbal form to relay complex information.
- Ability to generate creative solutions and use feedback to modify report designs.

Responsibilities:

- Develops reports and/or processes to support and enhance the work of stakeholders within and beyond the department.
- Designs and implements innovative reporting tools and dashboards that efficiently and compellingly deliver key data points to stakeholders.
- Solves complex technical problems creatively by researching new or innovative ways to develop an application and/or data structure.
- Fulfills data requests.
- Supports required reporting and designs innovative solutions for increasing efficiency.
- Communicates on a regular basis with coworkers/team to share knowledge.
- Collaborates with IT staff as necessary to support the work of the Division of Data and Research
- Flexibly performs other tasks that support the work of the Office of Data Management and Reporting.

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail the following to Mary Elam (Mary.Elam2@tn.gov). While there is no application deadline, applicants will be screened on an ongoing basis.

- A cover letter describing your interest in this position
- A writing sample
- A resume or CV

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